



City of Las Vegas  
Parks and Recreation  
Municipal Sports Unit

MUNICIPAL SPORTS UNIT ATHLETIC FIELD USE FEE SCHEDULE

(EFFECTIVE MARCH 1, 2020)

*THE FOLLOWING FEES SHALL APPLY IF THE BOX IS APPROPRIATELY MARKED.*

**I. FIELD ALLOCATION FEE SCHEDULE**

**A. FIELD USE FEES.** Field allocations are awarded to community leagues of 4 or more bona fide teams on a semi-annual basis. Allocation permits are issued after a request has been submitted, approval has been granted, all required documents are received, fees are paid, and insurance requirements are met.

<input checked="" type="checkbox"/>	<b>Field Use Fee</b> Allocation field use permits are issued for a minimum of 2 hours, with start times on the hour or the half hour, in 60 or 30 minute increments. Quarter hour permit start or end times are not available. <b>Payment Schedule</b> - for initial Allocation Permit each season: First 3 months of dates on permit must be paid at time of permit issuance. The remaining balance due must be paid no later than 60 days after the first date of the allocation season. All requests for additional fields must be paid in full. Users with past due balances may be subject to permit suspension and/or revocation.	\$7/hr/field
<input checked="" type="checkbox"/>	<b>Lighting Fee</b> Lights will be programmed according to the following schedule: March–April: 6:00pm; May–August: 7:00pm; September: 6pm; October: 5pm; November–January: 4pm; February: 5:00pm, unless field use time begins after the times listed. For the purpose of assessing the Lighting Fee, the amount of time lights were used as represented in the lighting system during the billing period will be used to calculate the total lighting fee. The Lighting Fee will be assessed and billed to the Organization monthly. Payment of the Lighting Fee shall be made to the City within fifteen (15) days from the billing date set forth in the invoice. <b>Accounts with lighting fees in arrears will not be permitted to obtain additions to existing use permits, new seasonal allocation permits and existing use permits may be suspended until the balance due has been paid.</b>	\$8/hr/field
<input checked="" type="checkbox"/>	<b>Concession Building Season Permit Fee</b>	\$1,000/building/season
<input checked="" type="checkbox"/>	<b>Scoreboard Use Permit</b>	Complimentary if scoreboard controller is owned or rented
<input checked="" type="checkbox"/>	<b>Scoreboard Controller Season Rental Fee (as available)</b> Controller rental period will be the duration of the allocation season. Renter will be responsible for the repair/replacement expense if damage of any kind is suffered by the scoreboard controller(s) used in conjunction with the Sporting Event.	\$100/controller/season



## MUNICIPAL SPORTS UNIT SHORT TERM FIELD USE FEE SCHEDULE

(EFFECTIVE SEPTEMBER 1, 2018)

- A. **SHORT TERM FIELD USE PERMITS.** Short term field use permits are limited to recreational events that do not require participants to pay a fee or make a donation to participate. Short Term permits are issued for a minimum of 1 hour, with start times on the hour or the half hour, in 60 or 30 minute increments. Quarter hour permits start or end times are not available. Scoreboards, concessions or vendors are not allowed for short term permits. Field use permits that do not meet these qualifications are classified under the Sporting Event Fee Schedule, Section II below.

		<b>Box Fields:</b> Football, Lacrosse, or Soccer Fields	<b>Box-Short Sided Fields:</b> Each additional field within a box field (approval required)	<b>Diamond Fields:</b> Baseball or Softball Fields
<input checked="" type="checkbox"/>	Short Term Field Use Fee	\$70/hr/field	\$35 / hr / field	\$35/hr/field
<input checked="" type="checkbox"/>	Lighting Fee	For the purpose of assessing the Lighting Fee, partial hours of use are rounded up to the next whole hour. The Lighting Fee will be assessed and is due prior to the issuance of a field use permit. Based on the field use permit, the time lights will be billed from is according to the following monthly schedule: March-April: 6:00pm; May-August: 7:00pm; September: 6pm; October: 5pm; November-January: 4pm; February: 5:00pm.		\$10/hr/field

- B. **SHORT SIDED FIELDS.** Each City Box Field is designed as a single field. Approval must be received to modify field sizes or temporarily convert to multiple fields. Modifying field sizes may result in additional charges. All painting and modifying of fields (small sided) **MUST** be approved by the Municipal Sports Unit in writing prior to such modification. Failure to obtain such approval may result in disciplinary action and assessment of additional fees.
- C. **CANCELLATION FEE.** Written notice of cancellation for short term permits received more than 7 business days prior to the permitted field use date will receive a full refund of fees paid to the City of Las Vegas. A 50% cancellation fee will apply to short term permits when written cancellation is received 7 business days or less prior to the date of the permitted field use date. Approved refunds will take approximately 2-4 weeks to be processed.





## MUNICIPAL SPORTS UNIT - SPORTING EVENT FIELD USE FEE SCHEDULE (EFFECTIVE MAY 1, 2019)

- A. **SPORTING EVENT FIELD USE PERMITS.** Sporting event field use permits are for any field use permits that do not qualify under the short term definition. A Short Term field use permit is defined as follows: recreational events that do not require participants to pay a fee or make a donation to participate. Scoreboards, concessions or vendors are not allowed for short term permits.

Sporting event field use permits are issued for a minimum of 4 hours per field, per day, on the hour or the half hour, in 60 or 30 minute increments. No quarter hour permit start or end times.

		<b><u>Box Fields:</u></b> Football, Lacrosse, or Soccer Fields	<b><u>Box-Short Sided Fields:</u></b> Each additional field within a box field (approval required)	<b><u>Diamond Fields:</u></b> Baseball or Softball Fields
<input checked="" type="checkbox"/>	Sporting Event Field Use Fee	\$70/hr/field	\$35 /hr/field	\$35/hr/field

- B. **SHORT SIDED FIELDS.** Each City Box Field is designed as a single field. Approval must be received to modify field sizes or temporarily convert to multiple fields. Modifying field sizes may result in additional charges. All painting and modifying of fields (small sided) MUST be approved by the Municipal Sports Unit in writing prior to such modification. Failure to obtain such approval may result in disciplinary action and assessment of additional fees.
- C. **COMPLEX SECURITY DEPOSIT.** A Security Deposit is required to secure fields for a sporting event. The deposit is \$100.00 per field with a minimum of \$300.00 per facility. Security Deposits are **NON-REFUNDABLE** if the sporting event is cancelled by the organization for any reason. Deposits are due as follows:

<b><u>Month of Sporting Event:</u></b>	<b><u>Due Date:</u></b>
January, February	May 1 <sup>st</sup> of previous year of event
March	December 1 <sup>st</sup> of previous year of event
April, May, June, July	January 1 <sup>st</sup> same year of event
August, September, October, November, December	May 1 <sup>st</sup> same year of event

Examples to determine Security Deposit Amounts:

<b><u>Facilities Reserved:</u></b>	<b><u>Number of Fields Reserved at Facility:</u></b>	<b><u>Total Security Deposit to be paid:</u></b>
Thunderbird/Viper	Two (2)	\$300.00 (minimum)
Kellogg Zaher	Six (6)	\$600.00 (\$100.00 per field, minimum met)

The Security Deposit may be retained by the City of Las Vegas until the Organization has performed its obligations to the City of Las Vegas, including without limitation, submission of all required documents, after the City has determined that there is no damage of any kind suffered by the sports complex or athletic fields used in conjunction with the Sporting Event and all outstanding fees have been paid in full. If the Organization has performed all of its obligations required under this Agreement, and there is no damage to the sport complexes or Athletic Fields used for the Sporting Event, the Security Deposit will be refunded by the City. Approved refunds will take approximately 4-6 weeks to be processed.

Prior to final payment for the field use permit, the User Group must submit all documentation, licenses, permits, and fulfill any other requirements and deadlines set forth in the Policies Handbook or the field use permit reservation will be cancelled and any fees or deposits paid by the User Group to the City will be forfeited. If the Organization fails to perform its obligations to the City, including without limitation, submission of all required post event documents no later than 30 days following the date of the Sporting Event, the Complex Security Deposit may be forfeited and additional fees may apply.

- D. **CANCELLATION FEES.**
1. Security Deposits - Once the security deposit has been paid, entire events that are cancelled forfeit the entire security deposit. If individual fields are cancelled, each field would forfeit \$100.00 of the Security Deposit.



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Example to determine forfeited amount of Security Deposit:

<u>Facilities Reserved and Total Number of Fields Reserved:</u>	<u>Number of Individual Fields Cancelled:</u>	<u>Amount of Deposit Forfeited if Individual Field is Cancelled:</u>
Thunderbird/Viper (2)	One (1)	\$100.00
Kellogg Zaher (6)	Two (2)	\$200.00

2. Field Usage Fees - Updating a field use reservation to include less than the reserved number of fields or hours will be considered a cancellation. Field use reservations cancelled with more than 30 calendar days prior to the date of the Sporting Event will receive full refunds of field fees paid to the City of Las Vegas. Approved refunds will take approximately 4-6 weeks to be processed. A 30% **Cancellation Fee** of the applicable field use rate will apply to field use reservations if cancellation notice is received with 30 calendar days or less but more than 15 calendar days prior to the date of the Sporting Event. A 50% **Cancellation Fee** of the applicable field rate will apply to field use reservations if cancellation notice is received with 15 calendar days or less prior to the date of the Sporting Event.

Example to determine the amount of a field usage cancellation fee:

<u>Field Reserved:</u>	<u>Hours Reserved:</u>	<u>Hours Changed to:</u>	<u>30% Cancellation Would Be: (received 30-16 days prior to event)</u>	<u>50% Cancellation Would Be: (received 15 or less days prior to event)</u>
Box Field (\$70/hr)	8:00 a.m. to 5:00 p.m.	9:00 a.m. to 4:00 p.m. (cancelled 2 hours)	\$70 x 2 hours = \$140	\$70 x 2 hours = \$140
Diamond Field (\$35/hr)			\$140 x 30% = \$42	\$140 x 50% = \$70
			\$35 x 2 hours = \$70	\$35 x 2 hours = \$70
			\$70 x 30% = \$21	\$70 x 50% = \$35

- E. **LATE NOTICE PROCESSING FEE.** Requests to add additional field time to a sporting permit within 30 calendar days of the event date will be assessed a \$100 processing fee per request.
- F. **PARKING VIOLATION FEE.** Per section 9.2 of the Policies Handbook, charging fees for facility parking or otherwise restricting access for those wishing to perform non-event activities at the facility is strictly prohibited at parks on City/BLM land. A fee of \$1,000 will be assessed if an organization is found charging for parking without prior authorization from the City of Las Vegas.
- G. **ADDITIONAL SPORTING EVENT FEES.** In addition to the fees payable above, the following fees are payable if utilized for the sporting event.

<input checked="" type="checkbox"/>	Pre- and Post- Event Set-Up/Field Prep and Tear Down Times Light fees will apply when set-up and/or tear down times occur after sunset.	\$10/hr
<input checked="" type="checkbox"/>	Lighting Fee  For the purpose of assessing the Lighting Fee, partial hours of use are rounded up to the next whole hour. The Lighting Fee will be assessed and is due prior to the issuance of a field use permit. Based on the field use permit, the time lights will be billed from is according to the following monthly schedule: March-April: 6:00pm; May-August: 7:00pm; September: 6pm; October: 5pm; November-January: 4pm; February: 5:00pm.	\$10/hr/field
<input checked="" type="checkbox"/>	Scoreboard Controller Rental Fee (as available)  Controller rental period will be the duration of the sporting event. Renter will be responsible for the repair/replacement expense if damage of any kind is suffered by the scoreboard controller(s) used in conjunction with the Sporting Event.	\$100/controller
<input checked="" type="checkbox"/>	Scoreboard Use Permit	Complimentary if scoreboard controller is owned or rented
<input checked="" type="checkbox"/>	Concession/Vendor Fee  Applies for any <u>Sporting Event organizer</u> or <u>3<sup>rd</sup> -party organizations and businesses</u> serving/sampling/selling food, beverages, products, merchandise and/or services to event attendants.	\$500 flat fee/event  Per Location